

Utah Department of Health, Bureau of Child Care Licensing
Child Care Center Annual Announced Inspection Form – Records Inspection Items

Center Name: _____ **Date:** ____/____/____

Licensing Specialist(s): _____

RECORD REVIEW ITEMS	C	NC	N / A	Level
General Center Records				
114. If there are animals at the center, does the center have current animal vaccination records as required in 100-22(3)? 100-9(1)(b)				1
115. Does the center have copies of all current variances granted by the Department? 100-9(1)(d)				3
116. Does the center have a current local health department inspection/food service permit? 100-9(1)(e)				3
117. Does the center have a current local fire department inspection? 100-9(1)(f)				3
118. Does the center have a copy of their most recent "Request for Annual Renewal of CBS/MIS Criminal History Information for Child Care?" 100-9(1)(g)				2
119. If the center does not participate in CACFP, do they have a six week record of foods served? 100-15(1)(c)				3
120. Does the center's child admission form include the following information for each child: The child's name. 100-9(1)(h)(i)(A)				2
121. The child's date of birth. 100-9(1)(h)(i)(B)				2
122. The date of enrollment. 100-9(1)(h)(i)(C)				3
123. The parent's name, address, and phone number, including a daytime phone number. 100-9(1)(h)(i)(D)				2
124. The names of people authorized by the parent to pick up the child. 100-9(1)(h)(i)(E)				2
125. The name, address and phone number of a person to be contacted in the event of an emergency if the provider is unable to contact the parent. 100-9(1)(h)(i)(F)				2
126. The name, address, and phone number of an out of area/state emergency contact person for the child, if available. 100-9(1)(h)(i)(G)				3
127. Current emergency medical treatment and emergency medical transportation releases with the parent's signature. 100-9(1)(h)(i)(H)				2
128. Does the center's health assessment contain the following information about the child: Allergies. 100-9(1)(h)(ii) and 100-14(5)(a)				3
129. Food sensitivities. 100-9(1)(h)(ii) and 100-14(5)(b)				3
130. Acute and chronic medical conditions. 100-9(1)(h)(ii) and 100-14(5)(c)				3
131. Instructions for special or non-routine daily health care. 430-100-9(1)(h)(ii) and 100-14(5)(d)				3
132. Current medications. 100-9(1)(h)(ii) and 100-14(5)(e)				3
133. Any other special health instructions for the caregiver. 100-9(1)(h)(ii) and 100-14(5)(f)				3
134. Does the center's medication permission form contain at least the following instructions to be completed by the parent: The name of the medication. 100-17(4)(a)				2
135. Written instructions for administration; including: The dosage. 100-17(4)(b)(i)				2
136. The method of administration. 100-17(4)(b)(ii)				2
137. The times and dates to be administered. 100-17(4)(b)(iii)				2
138. The disease or condition being treated. 100-17(4)(b)(iv)				2
139. The parent signature and the date signed. 100-17(4)(c)				2

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140. Does the center's medication administration form contain at least the following information to be completed by the person administering the medication: The date, time, and dosage of the medication given? 100-17(7)(e)(i)				2
141. The signature or initials of the person who administered the medication? 100-17(7)(e)(ii)				2
142. Any errors in administration or adverse reactions? 100-17(7)(e)(iii)				2
Written Policies	C	NC	N / A	Level
143. Does the center have written policies that include the following: Direct supervision and protection of children at all times, including when they are sleeping, using the bathroom, in a mixed group activity, on the playground, and during off-site activities. 100-8(12)(a)				3
144. Maintaining required caregiver to child ratios when the center has more than the expected number of children, or fewer than the scheduled number of caregivers. 100-8(12)(b)				3
145. Procedures to account for each child's attendance and whereabouts. 100-8(12)(c)				3
146. Procedures to ensure that the center releases children to authorized individuals only. 100-8(12)(d)				3
147. Confidentiality and release of information. 100-8(12)(e)				3
148. The use of movies and video or computer games, including what industry ratings the center allows. 100-8(12)(f)				3
149. Recognizing early signs of illness and determining when there is a need for exclusion from the center. 100-8(12)(g)				3
150. Ensuring that food preparation and diapering handwashing are not done in the same sink in infant and toddler areas. 100-8(12)(h)				3
151. Discipline of children, including behavioral expectations of children and discipline methods used. 100-8(12)(i)				3
152. Transportation to and from off-site activities, or to and from home, if the center offers these services. 100-8(12)(j)				3
153. If the program offers transportation to or from school, policies addressing: How long children will be unattended before and after school. 100-8(12)(k)(i)				3
154. What steps will be taken if children fail to meet the vehicle. 100-8(12)(k)(ii)				3
155. How and when parents will be notified of delays or problems with transportation to and from school. 100-8(12)(k)(iii)				3
156. The use of size-appropriate safety restraints. 100-8(12)(k)(iv)				3
Emergency & Disaster Plan	C	NC	N / A	Level
157. Does the center have a written emergency and disaster plan? 100-10(5)				1
158. Does the plan include the following: Procedures for responding to medical emergencies and serious injuries that require treatment by a health care provider. 100-10(5)(a)				3
159. Procedures for responding to fire, earthquake, flood, power failure, and water failure. 100-10(5)(b)				3
160. The location of and procedure for emergency shut off of gas, electricity, and water. 100-10(5)(c)				3
161. An emergency relocation site where children may be housed if the center is uninhabitable. 100-10(5)(e)				3
162. A means of posting the relocation site address in a conspicuous location that can be seen even if the center is closed. 100-10(5)(f)				3
163. The transportation route and means of getting staff and children to the emergency relocation site. 100-10(5)(g)				3
164. A means of accounting for each child's presence in route to and at the relocation site. 100-10(5)(h)				3

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165. A means of accessing children's emergency contact information and emergency releases; including contact information for an out of area/state emergency contact person for the child, if available. 100-10(5)(i)				3
166. Provisions for emergency supplies, including at least food, water, a first aid kit, diapers if the center cares for diapered children, and a cell phone. 100-10(5)(j)				3
167. Procedures for ensuring adequate supervision of children during emergency situations, including while at the center's emergency relocation site. 100-10(5)(k)				3
168. Staff assignments for specific tasks during an emergency. 100-10(5)(l)				3
169. Is the emergency and disaster plan reviewed annually and updated if needed, and is the date of the last review/update in the past 12 months noted on the plan? 100-10(7)				3
Emergency Drills	C	NC	N / A	Level
170. Does the center have a record of monthly fire evacuation drills for the past 12 months? 100-10(10) and 100-9(1)(a)				2, 3
171. Does the fire drill log include all of the following information for each drill: The date and time of the drill. 100-10(11)(a)				3
172. The number of children participating. 100-10(11)(b)				3
173. The name of the person supervising the drill. 100-10(11)(c)				3
174. The total time to complete the evacuation. 100-10(11)(d)				3
175. Any problems encountered. 100-10(11)(e)				3
176. Does the center have a record of two semi-annual drills for disasters other than fires during the past 12 months? 100-10(12) and 100-9(1)(a)				2, 3
177. Does the disaster drill log include all of the following information for each drill: The type of disaster, such as earthquake, flood, prolonged power outage, tornado. 100-10(13)(a)				3
178. The date and time of the drill. 100-10(13)(b)				3
179. The number of children participating. 100-10(13)(c)				3
180. The name of the person supervising the drill. 100-10(13)(d)				3
181. Any problems encountered. 100-10(13)(e)				3
182. Do the fire and disaster drill logs show that the center varies the days and times on which fire and other disaster drills are held? 100-10(14)				3
General Personnel Records	C	NC	N / A	Level
183. Does the center have a director who meets director qualification requirements? 100-7(1)				2
184. Is there written documentation identifying the director designee(s)? 100-8(11)(a)				3
185. Does the center have their most recent "Disclosure Statement" for a criminal background check, if the employee has worked at the facility since the last license renewal. 100-9(1)(i)(iv)				2
186. Does the center have documentation of current first aid and CPR certification for the following individuals: Enough individuals (including openers and closers) to ensure there is always someone on the premises with current first aid and CPR certification whenever the center is open for care. 100-9(1)(i)(viii) and 100-10(2)				2, 3
187. Enough individuals to ensure there is always someone present with current first aid and CPR certification on every off-site activity. 100-9(1)(i)(viii) and 100-20(5)(d)				2, 3
188. Every individual who drives a vehicle that transports children. 100-9(1)(i)(viii) and 100-21(2)				2, 3
189. If the center has a pool that is over four feet deep, do they have documentation that the lifeguard(s) for the pool have Red Cross or equivalent lifeguard certification? 100-6(7)(d)				1